

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 357PAGE
NO. 1.

1. Requesting Agency

MORGAN STATE COLLEGE

2. Division or Bureau of Requesting Agency

REGISTRAR

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. STUDENT FOLDERS

Size: 8½" x 11"

Dates: 1923 - -

Quantity: Vault, 44 drawers; Office, 45 drawers
(total 143 cubic feet)

File Arrangement: Alphabetical by name of student

Annual Accumulation: 7 cubic feet (est.)

This file contains a folder for each student who has graduated from or attended Morgan State College. Each student's folder is maintained as a "cumulative record," containing all records which accumulate during a student's attendance and subsequent to his leaving school. Any or all of the records listed below are filed in a typical folder:

ADM--A1	Application for Admission Permit to Register (copy) Transcripts from high schools and other colleges
VA7-1909	Transfer Certificate of high school credits Certification of Re-entrance and/or Change of Training Status
VA7-1907c-1	Notice of Training Status (one for each semester)
VA7-506	Authorization of Education or Training Sub-sistence Allowance
VA WB 7-1993	Certification for Education and Training Correspondence with or about student

7. Agency, Division or Bureau Representative

Edgar D. Drake
Signature*Business Manager*
Title*10/3/59*
DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.*10/15/1959*
Date*Maria L. Radoff*
for Rex Beach
Archivist*OCT 21 1959*
Date*Richard H. Hubert Jr.*
Secretary

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	<p>Copies of outgoing form letters or notices Summary of Status as Candidate for B.A. (copy for each year) Report of Scholastic Average, Rank, Honors, etc. (copy) Report on Comprehensive Examination Change of Registration Cards Morgan State transcripts (copies) Change of Major Cards Memo Cards (Dean's Office) Transfer Evaluation Credit Sheet (worksheet)</p> <p>RECOMMENDATION: RETAIN IN OFFICE AREA FOR FIVE YEARS AFTER DATE OF STUDENT'S GRADUATION OR DEPARTURE. THEN TRANSFER TO STATE RECORD CENTER FOR AN ADDITIONAL TEN YEARS AND THEN DESTROY.</p> <p>2. <u>PERMANENT RECORD CARDS</u></p> <p>Size: 5" x 9" (1892-1928), 8½" x 11" (1927 - -) Dates: 1892 - - Quantity: Vault, 3 drawers (non-graduates); Office, 8 drawers (3 drawers non-graduates) Total, 19 cubic feet File Arrangement: Separate files for graduates and non-graduates, alphabetical by student's name within each Annual Accumulation: Less than 1 cubic foot</p> <p>This file contains the permanent academic record card of current and former students, both graduates and non-graduates. A card is prepared for each student to include information concerning personal record, high school record, advanced standing record at colleges previously attended, and academic record while attending Morgan State. Specific information on the student's record at Morgan State includes: course title and number, course descriptive title, the school year during which the courses were taken, hours spent per week in recitation and laboratory, total times absent in each course, the student's semester course averages, the number of credit hours per course, and the number of quality points accumulated for each course. Records of student grades through 1913 were maintained in Student Record Books (Item 3).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM FOR SECURITY PURPOSES, DEPOSIT MICROFILM COPIES AT STATE RECORD OF PUBLIC WORKS CENTER.</p>	

OCT 21 1959

Richard H. H. H.
SECRETARY

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3. STUDENT RECORD BOOKS

Size: 9" x 11"
Dates: 1888-1913
Quantity: 7 volumes (1/2 cubic foot)
File Arrangement: Chronological
Annual Accumulation: Discontinued

Student Record Books were maintained by the College as a record of student grades until the Permanent Record Cards (Item 2) were substituted for them. The earliest volume (1888-1903) lists students by class and therein alphabetically, showing the subjects taken and numerical grades attained. The latest volume (1912-1913) lists students separately by class year and shows under the name of each student the courses taken, grades by month, semester average, and attendance. Some student records found in these volumes were transcribed to cards which are filed in the Permanent Record Card File (Item 2).

RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM FOR SECURITY PURPOSES. DEPOSIT MICROFILM COPIES AT STATE RECORD CENTER.

4. GENERAL FILE

Size: 8 1/2" x 11"
Dates: 1935 - -
Quantity: 4 drawers (7 cubic feet)
File Arrangement: Alphabetical by name or subject

The General File contains correspondence and other records relating to office operations. Correspondence pertains to matters other than student affairs, e.g. answering inquiries about former staff members or giving information to various institutions. Other material includes athletic eligibility lists, copies of faculty minutes, test results, and reports of deferred examinations.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. APPLICANTS WHO DID NOT REPORT FOR REGISTRATION

Form No.: ADM--A1
Size: 8 1/2" x 11"
Dates: 1946 - -
Quantity: 16 cubic feet (est.)
File Arrangement: By year and alphabetical therein by name of applicant
Annual Accumulation: 2 cubic feet (est.)
Disposable Amount: 10 cubic feet (est.)

This file contains Application for Admission forms together with

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any correspondence or copies of out-going form letters concerned with the applicant's admission. Although filed separately, the records of students who were rejected or whose applications were canceled are also governed by the recommendation below.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF APPLICATION AND THEN DESTROY.

6. TEACHERS' CLASS RECORDS

Size: 6" x 10"
Dates: 1948 - -
Quantity: 10 drawers (20 cubic feet)
File Arrangement: Alphabetical by name of teacher
Annual Accumulation: 2 cubic feet (est.)

This file contains course grade books kept by individual teachers for each school year (two semesters). The names of students in each class, their grades, and remarks on attendance are recorded. Grade-books are the basis for entries on the Teacher Grade Sheets (Item 7).

RECOMMENDATION: RETAIN FOR SIX YEARS AND THEN DESTROY.

7. TEACHER GRADE SHEETS

Size: 8½" x 14"
Dates: 1944 - -
Quantity: 4 drawers (8 cubic feet)
File Arrangement: By year, by program (regular, summer, or night), and therein by semester
Annual Accumulation: ½ cubic foot (est.)

These are forms titled "Teachers' Report of Student Grades." The forms are prepared by teachers each semester and show the year, the course number, the name of the teacher, the course title, the name of the text and author, the number of hours per week and hours credit, a listing of various students' names, midsemester and final grades, and a tabulation of absences for each student. The form also shows the letter-grade distribution within each class and the teacher's signature.

RECOMMENDATION: RETAIN FOR SIX YEARS AND THEN DESTROY.

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8.	<p><u>COURSE CHANGE AND DROP CARDS</u></p> <p>Size: 4" x 6" Dates: 1945 - - Quantity: 7 cubic feet File Arrangement: By year and alphabetical therein Annual Accumulation: $\frac{1}{2}$ cubic foot (est.) Disposable Amount: 5 cubic feet (est.)</p> <p>Course Change and Drop Cards are prepared in the Dean's Office and received by the Registrar. The cards serve to notify the Registrar of courses dropped, added, or otherwise changed in an individual student's study program.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
9.	<p><u>REGISTRATION CARDS</u></p> <p>Size: 4" x 6" Dates: 1945 - - Quantity: 7 cubic feet (est.) File Arrangement: By year and alphabetical therein Annual Accumulation: $\frac{1}{2}$ cubic foot Disposable Amount: 5 cubic feet (est.)</p> <p>Registration Cards are prepared each year for each student enrolled. Each card summarizes a student's educational background and lists the courses in which the student is enrolled for the year.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.</p>	

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Ludwina H. ...
SECRETARY